DEPARTMENT OVERVIEW: LIBRARY

The Barrington Public Library's (BPL) charge is outlined in statute (RSA 202-A) and overseen by Library Trustees who are elected by the voters. Through the full-time Library Director, Children's Librarian/Assistant Director and IT/Circulation Library Assistant, plus four part-time staff members, the Library serves an average of 125 people per day. In 2019, we had 8,524 people attend programs, from children through adults. Services provided to the community include computer and web access and technology help, outreach programs for youth and teens, an extensive summer reading program for all ages, story times, author visits, adult art and crafting workshops, history and genealogy programs, natural history and wildlife programs, exam proctoring, museum and state park passes, notary services, home delivery service when requested, book delivery to the schools in town, and meeting space. We provide important family activities such as performances; science, technology, engineering, arts, and math related activities; and literacy building programs for all ages, as well as a location for groups such as the Barrington Bloomers and other local committees to meet.

The Library also participates in the interlibrary loan (ILL) program helping to get our patrons materials we cannot afford to purchase, and loaning to other libraries as a reciprocal service. We are one of the busiest libraries in the state for ILL services. We circulated a total of 85,049 items in 2019, which includes circulation of 12,911 digital items (a 12% increase from 2018). As of August 1, 2020, we have a total of 4,074 registered patrons (age 5 and older) which is about 45% of the population. Our people counter noted 45,469 total visits in 2019. Last year, at least 43% of registered card holders checked out items, and many more who did not check out materials utilized program services, tech help, and public computers/wireless access.

The Library also plays an important role in providing access and information about Barrington and other local services for the community. We are also used by many people wishing to access the internet that do not have access at home, such as to file taxes online. The Library acts as a resource for the Early Childhood Learning Center (ECLC): ECLC kindergarten classes come on a weekly, rotating schedule for story time and book selection. The ECLC preschool classes also come once a month for story time and book selection. These story times are above our five weekly sessions we offer to preschool children. We also supply multiple copies of books for several middle school book groups and conduct school visits to inform students of statewide reading lists. In addition, we provide materials for all teachers within the Barrington school district, who can also take advantage of our interlibrary loan program. Teachers can either pick up these materials or have them delivered to their school once a week. The Library also coordinates with the Barrington Middle School to circulate copies of BMS library books during the summer to meet the demand for summer reading lists for students.

The Library serves as the hub of the community, where people can meet, get to know one another while exploring ideas and creating new knowledge, and come together to discuss a wide array of topics. With increasing demands for greater inventory, services, and meeting space, the Library struggles to provide the level of service and materials requested by the community in the current facility. Most recently, we have seen an increase in requests for additional adult educational opportunities, such as art classes, computer classes, and

history/genealogy assistance. When these classes are being held, the entire children's room is unavailable to all children.

We've seen an increase in requests for drop-in meetings, tutoring sessions and other types of meeting needs. When comparing the Barrington Public Library to other libraries within the state, based solely on square footage, population size, number of library card holders and library visits, it is apparent from the data that our current facility is not adequately sized to accommodate our users and our services and collection.

2019 NH Library State Report Square Footage Comparison

Town/City	Square Footage	Population	Library Visits	# of Library Card Holders	Service Hours/Year
Franconia	3,500	1,132	4,700	1,330	1,350
Lisbon	3,572	1,690	12,500	2,593	1,144
Marlborough	3,582	2,151	10,918	1,642	1,508
Chester	3,600	5,263	10,193	2,140	1,976
Jackson	3,700	845	14,428	639	1,612
Walpole	3,713	3,875	13,810	1,826	2,047
Barrington	3,740	9,060	45,469	4,153	2,548
Madbury	3,800	1,826	4,269	1,082	1,570
Northwood	3,803	4,283	23,140	2,851	2,028
Lyme	3,886	1,733	20,673	1,252	1,980
Lee	3,892	4,421	19,195	2,042	2,115

The libraries listed above are located in facilities with square footage close in size to our own. The current square footage of BPL is most comparable to towns with approximately 3,300 residents. Barrington's library has not kept pace with the town's growth in population. A significant shortage of space exists and will for the foreseeable future as the town continues to grow. The time has come for the Town to expand its Library facilities to better serve the community.

2021 Library Budget

01-4550-01-4110 - Library-Salary (Melissa): \$57,096.00

Grade 10 Step 4– \$27.45 for 2021. Covers 2080 hours this year and any extra time worked. The Director performs all administrative and staff management duties, selection and weeding of collection, purchasing, financial tracking, adult program planning, and all duties as requested by the Library Trustees.

Library Salary Rate of Change: +\$463.00

01-4550-01-4111 - Full-Time Hourly Wages: \$75,733.00 Assistant Director/Children's YA Librarian (Wendy): \$41,579.00

Grade 7 Step 2 – \$19.99 which covers 2080 hours this year. Wendy does weekly story hours, including special story times for the ECLC preschool and kindergarten, and local daycares. She also runs our school-age and teen programming, provides book talks to the schools for statewide book awards, and helps with the selection of materials and weeding of the children's area. Wendy also serves as the Assistant Director where she acts as senior staff person in the absence of the Director, handles weekly deposits for the Library, along with collaborating with the Director in regards to policies, staffing, or any other managerial related topics.

Technology & Circulation Library Assistant (VACANT): \$34,154.00

Grade 5 Step 1-\$16.42 which covers 2080 hours this year. This position handles all networking and computer issues, staff and patron training on technology use, and social media and website content. They also assist the Director in planning for future technology improvements and negotiating with technology vendors. They help to set up and train staff on new databases and systems offered as well as on updates to the current circulation system. They are also responsible for handling all overdue materials and updating expired accounts.

Full-Time Hourly Rate of Change: +\$1,150.00

01-4550-01-4112 — Part-Time Hourly Wages (plus vacation hours): \$81,065.00 Interlibrary Loan (Amy): \$19,895.00

Grade 3 Step 2-\$14.17, which covers 1404 hours per year. Amy processes all incoming and outgoing interlibrary loan requests, along with creating book displays, leading the monthly book group, and acts as a secondary processor for new items. Amy also helps with Suncook Interlibrary Cooperative purchases and deletions along with assisting in the processing of new items for the Cooperative.

Processing (Krissy): \$19,403.00

Grade 3 Step 1-\$13.82, which covers 1404 hours per year. Krissy processes and catalogs all new materials for circulation, repairs damaged items, and maintains collection statistics such as additions, deletions and replacements.

Desk Clerk 1 (Susan): \$16,637.00

Grade 1 Step 1 - \$11.85, which covers 1404 hours per year. Susan handles all circulation desk tasks such as checking items in and out, shelving materials, shelf reading, and assisting with book displays.

Desk Clerk 2 (Autumn): \$15,405.00

Grade 1 Step 1-\$11.85, which covers 1300 hours per year. Autumn handles all circulation desk tasks such as checking items in and out, shelving materials, shelf reading, and assisting with book displays.

Custodian (Chris): \$8,540.00

Grade 4 Step 1-\$14.93 which covers 572 hours per year. Chris is responsible for the day-to-day cleaning of the Library. He also acts as the handyman where he is responsible for small jobs such as lock changes, furniture assembly, and interior repairs. Chris is also responsible for submitting supply lists for items needed to be purchased to maintain and clean the Library.

Temporary Employees (Vacation/Sickness Coverage): \$1,185.00

Grade 1 Step 1 - \$11.85, which covers 100 hours per year. These hours are used to cover shifts when someone calls in sick or goes on vacation so we are not short-staffed during heavy patron use.

Part-Time Hourly Rate of Change: +\$1,435.00

01-4550-4154 - Earned Time: \$5,000.00

Covers cash-in of earned time by Library employees. This number, plus 25% buffer (in case employees change their minds mid-year) is what is budgeted here.

Rate of Change: \$0.00

01-4550-01-4290 - Benefits: \$96,889.00

Pays all benefits for Library staff. Increase due to full year at updated pay grades for all employees, which were approved by the Select Board during the town's compensation study. The amount also reflects an estimated increase in health insurance costs and the health insurance needs for the vacant position at the highest possible; this figure may change once the position is filled. The amount was provided by Conner MacIver, Town Administrator.

Rate of Change: +\$20,202.00

2021 Staffing Total with Wages, Benefits, Sick Hours & Earned Time: \$315,779.00 2020 Staffing Total with Wages, Benefits, Sick Hours & Earned Time: \$292,529.00 Total Rate of Change: +\$23,250.00

01-4550-01-4321 - Contracts: \$5,878.00

Our annual contract to have our security and fire alarm hooked up to CMS (\$444). Yearly hosting and tech support contract for our circulation system, Atriuum, and EZCat cataloging module (\$1590). Annual contract for the Library web page with Piper Mountain Webs (\$649), includes hosting, support, Security Socket Layer (SSL) certificate, and tech help/training for staff updating the site, and email hosting. Annual contract for the event registration and calendar module from Assabet Interactive (\$800). Contract fee for patron access to Ancestry Library Edition and Heritage Quest databases, which are very popular genealogy research databases (\$800). Yearly support contract fee for our summer reading program software through Demco (\$350). Contract fee for patron access to Pronunciator, an online language learning program (\$520). Contract fee for patron access to Chilton's Auto Repair database (\$725).

Rate of Change: \$0.00

01-4550-01-4322 - Program Expenses: \$5,000.00

Covers all adult, young adult, and children's programming expenses including story time supplies, and summer reading supplies for over 300 children, teens, adults, and artists' performance costs. With an increase in population and registered Library patrons, there is also an increase in requests for different kinds of programs and more of our popular programming, such as cooking, STEM, arts and crafts, and informational presentations. This is an area we would like to expand further to meet community demands. Our programming number for children and adults has seen an increase each year. We continue to write grants to cover any costs above this town funded line. Please see the attached sheet listing the programs we offered in 2020 thus far.

Rate of Change: \$0.00

Other Payment Sources: The Library will use about \$2,000 above the town-funded amount to provide additional programming. These funds will come from grants (if available), the Friends of the Library, and from fees collected for out-of-town cards and replacement fees for lost cards. The Friends of the Library offer a museum reimbursement program up to \$850 so patrons can visit New England museums. We also have most of our summer reading prizes donated by local residents and businesses so this does not have to come from tax funding. Last year, the Friends of the Library and Recreation Department split the cost for us to offer the NH State Parks Pass as well.

01-4550-01-4431 — **Library Building Improvements & Maintenance: \$2,400.00** This will purchase maintenance and cleaning supplies, equipment, paint, cleaners, light bulbs, trash removal, plus any other repair items needed, or emergency repairs to items such as fixtures (\$1,500). This also includes garden maintenance/landscaping, including mulch and woodchips and some labor to lay these down plus poison ivy removal when needed (\$900). **Rate of Change: -\$3,572.00**

Other Payment Sources: The gardener also gives us a discounted labor rate. We also ask for help from the local garden clubs and volunteers to weed, rake, etc. to keep the cost as low as possible. This results in approximately \$400 in free labor to maintain our gardens and outdoor space.

01-4550-01-4434 - Equipment Maintenance: \$1,300.00

Includes funds for emergency repairs to printers, carts, or other equipment (circulating telescope/kits/devices), as well as buffer wheels annually for our DVD cleaner (\$600). Funds are used to replace the fire/security alarm batteries as needed on a rotating schedule (\$200). We also budgeted for technology support from Back Bay Networks (\$500) in case of an emergency (this is NOT a pre-paid contract with Back Bay, these funds are used in case we have problems with hard drives, motherboards, power supplies, networking issues etc. on any of the older systems we have). This amount would assist us in networking issues or sudden hardware failure of any kind from computers to routers to battery backups. All other technology expenses this year will come from the Technology Fund set up via warrant article.

Rate of Change: \$0.00

01-4550-01-4439 - Book/Collection Maintenance: \$900.00

Amount used to pay for the Baker & Taylor service which sends books pre-covered or laminated, to increase their durability. This amount also covers maintenance of our growing DVD/CD collection. Our DVD cleaning machine fixes about 50-70% of damaged items but it does require supplies (solutions, etc.). Repairing items is less expensive than replacing the many DVDs and CDs that are used.

Rate of Change: +\$100.00

Other Payment Sources: The Library will pay about \$350 over the budgeted amount to care for the collection. These funds will come from fax and copy fees charged to patrons.

01-4550-01-4443 - Library Copier Lease & Maintenance: \$2,198.00

Covers the third year of a 60-month lease and service agreement for our networked copier with color printing and fax capability (\$1548), and overage costs for our color copier (\$650). **Rate of Change: \$0.00**

01-4550-01-4531 - Telephone: \$1.00

VOIP through the Town covers all phone costs. Funds just to keep the budget line open in case phone configuration changes and we need to add costs. The Town pays \$64.95 per month from the admin line for the internet connection to the Library. Another free line provided to the Library by Metrocast is used to provide VOIP connection to the Recreation Department. This gives sufficient signal to both departments for phone services; the free line can't handle all the traffic of phones (and data for the Library) for both departments.

Rate of Change: \$0.00

01-4550-01-4540 - Advertising/Public Relations: \$350.00

Covers ads to locate new employee candidates (Craig's List and other sources), materials such as bookmarks, brochures, and posters to promote services and events as well as PR items such as swinger signs or letters for those signs to promote events. We do a lot of in-house production of such materials but sometimes we need to purchase specific bookmarks to support statewide lists, national events, and digital services. We are trying to reach more residents with additional handouts around town and by attending events to give out Library materials with our resources and activities.

Rate of Change: \$0.00

1-4550-01-4560 - Conferences & Training: \$1,525.00

These funds allow for the Children's Librarian to attend up to two annual children's librarian-specific conferences per year (\$100), the Director and one full-time staff member to attend the yearly New England Library Association (NELA) conference, including hotel costs (\$925), and the Technology Librarian to attend one conference (\$100). This amount also covers the cost for four Trustees and the Director to attend the New Hampshire Library Trustee Association's annual conference in the spring (\$400). Other employees will do free training classes via the State Library or at conferences.

Rate of Change: \$0.00

01-4550-01-4570 - Dues & Fees: \$1,210.00

Covers NH Library Association dues (based on salary) for the Director, Children's Librarian, and Library Technology Assistant (\$245). Our yearly dues to belong to the Suncook Interlibrary Cooperative (SILC) that provides a rotating supply of DVDs and audiobooks (\$300). This collection is a good resource to extend our current collection. The Director is the purchaser for the Co-op (using Co-op funds) to make sure the Co-op has items we do not own in our collection. Fee for movie licensing agreements that allow us to show films in the Library, and for campers at the summer program to watch films here or in the Recreation Department (\$400). Yearly fee for our staff scheduling software called Schedule Base (\$120); this allows staff to check schedules from home, mobile devices, etc. and allows the Director to more easily shift schedules. Yearly fee for Zoom to conduct virtual programming, and staff and library group meetings (\$145).

Rate of Change: +\$170.00

01-4550-01-4580 - Mileage & Expenses: \$500.00

This amount covers all mileage accrued by staff going to conferences and training as well as mileage for doing Library errands such as delivering books to home-bound residents, making bank or post office runs, getting needed supplies, or visiting local schools. Also covers quarterly SILC cooperative meetings to get our fresh supply of audio/video materials, attending State consortium meetings, and training sessions.

Rate of Change: \$0.00

01-4550-01-4612 - Postage: \$246.00

Covers the cost of mailing bills, packages, or letters that the Library needs to send. The Library pays for an Amazon Prime subscription with monies collected from overdue fines/fees, which saves on shipping costs (free 2-day shipping for most items). Also, this amount allows us access to purchase new releases that often have a later release date for those without a Prime account.

Rate of Change: \$0.00

Other Sources of Funding: We ask for stamps every year from our "Giving Tree" during the holidays and usually get 1-2 rolls, saving the Town \$50-100.00 a year so we did not budget for additional rolls of stamps.

01-4550-01-4641 - Periodicals: \$500.00

The total cost of current subscriptions is \$1,659.62. This amount is not stable and fluctuates year to year. We are budgeting (\$500) for periodicals not covered by donations plus an additional amount in case past donors do not wish to renew their subscription adoption.

Rate of Change: \$0.00

Other Sources of Funding: The Friends of the Library donate \$600 annually and the remaining balance comes from private donors who have adopted subscriptions or donate copies of magazines directly to the Library.

01-4550-01-4642 - Books & Multimedia: \$19,000.00

This covers books, audiobooks, music sets, and computer software for loan to the general public. The majority of this money is spent on books and audiobooks. We use vendors who give us up to 40-45% discounts on many materials, but smaller discounts are offered on library bound materials which we need when purchasing high circulation titles. Demand for these materials has been steady over the past few years.

Rate of Change: +\$1,000.00

Other Sources of Funding: The anticipated income from fines/fees will be used to purchase audio/visual materials added to the collection, replace items lost or damaged items, and purchase additional books (\$2,400). This is an estimate based upon income and expenditures on materials from the first 6 months of 2020; the Library has been supplementing the town funded monies in past years in this manner, making the current collection possible. RSA 202-A: 11- All money received from fines and payments for lost or damaged books or for the support of a library in another city or town under contract to furnish library service to such town or city, shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a non-lapsing separate fund and shall be in addition to the appropriation.

01-4550-01-4643 - Digital Materials: \$9,260.00

Digital material use has seen steady growth over the past couple of years. Due to the pandemic, more patrons are relying on digital materials than in the past. As of July 2020, digital resources contributed to 50% or our total circulation. OverDrive consortium dues provide our patrons with access to borrow hundreds of digital items to download to their computers, tablets, MP3 players, or smart phones (\$3,560). Service includes downloadable eBooks, audiobooks and magazines. The increase from 2020 is due to the consortium voting in favor to increase its budget by 14% to meet the demand of users and to allow for collection development and maintenance. As of July 2020, our OverDrive users have accessed over 7,000 audiobooks, eBooks and periodicals. hoopla is another digital service we offer our patrons that provides instant access to eBooks, audiobooks, movies, music and comic books. This is a pay-per-use service, which is a more expensive option per circulation costs, but the variety of content and instant access makes hoopla a popular service to our patrons. For 2019 our patrons accessed over 2,100 unique titles that were not available in OverDrive. Since hoopla is a pay-per-use service, we estimate a total of \$5,700 for the year to support current usage rates and accommodate growth in use.

Rate of Change: +\$2,827.00

01-4550-01-4651 — Operating Supplies: \$3,000.00

Covers all office supplies, book covers, audiobook and video cases, book laminate, binders for DVDs, toner, ink, book barcodes, and patron library card supplies, spine labels, register receipt paper, circulation receipt paper, ratings and genre stickers, etc. used on a daily basis. This amount includes ink supplies for two inkjet printers, one for the office and one for public.

Rate of Change: +\$200.00

01-4550-01-4754 - Equipment Purchases: \$1.00

No capital expenditures for equipment are projected for this year. We could use more space for items in most areas but have few options for inexpensive ways to do this within the existing building. If we are in this building for more than another 2-3 years, we will have to spend some significant funds (my estimate is \$20,000) to purchase more wall-mounted shelving units, and extend existing 2-4 shelf high units to 4-6 shelf high shelving units. This is not the optimal solution as it makes books for children too high to reach and causes poor sight lines within the building; therefore, we will wait as long as possible to institute this solution in the hopes a new facility can be planned and executed. This line can also be used for hardware purchases. We anticipate that our Library Technology Capital Reserve Fund will take care of any necessary hardware upgrades this year for staff. \$1.00 to keep the line in our budget for future use.

Rate of Change: \$0.00

2021 Town Portion of the Operating Budget: \$53,269.00

2020 Town Portion of the Operating Budget: \$52,544.00

Total 2021 Budget: \$369,048.00

Total 2020 Budget: \$345,073.00 **Difference:** +\$23,975.00

6.5% increase over last year's budget.

The Library is approximately 5% of the overall 2020 municipal budget.

Warrant Article Requests

Warrant Article Request- Technology Fund

To add \$3,000.00 to the Library Technology Capital Reserve Fund. These funds are saved yearly to be used towards the purchase of technology equipment upgrades and additions.

Warrant Article Request- Library Building Capital Reserve Fund

To see if the town will vote to establish a Library Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of construction of a Library including but not limited to building construction/renovation, site work, architectural fees, engineering, permitting, inspection, furniture, commissioning and other expenses to occupy the building and to raise and appropriate the sum of \$75,000.00 to be placed in this fund; this sum to come from fund balance and no amount to be raised from taxation. Further, to name the Library Trustees as agents to expend from said fund.

2020 Programs and Clubs Offered at the Barrington Public Library

In-Person Programs and Events

Children

Story Times with Craft Ages 4-6
Wee Read! Story Hours for Ages 1-3 & Parent
Wee Play! Sensory Play Time for ages 6–36 months
Kindergarten classes Reading Time
ECLC Preschool Library Visits
Visits to Local Daycare
Children's LEGO Program for Grade K-4th
Snake Knitting Workshop

Teens

Teen Video Game Tournament Teen Drawing Class Candy Sushi Workshop

Adults

Technology Training for Public
Do You Know Where Your DNA Is?
Make and Take Herbal Teas
Adult Book Group
Acrylic Paint Night
Russ Staples- Author Visit
Office Hours with Chris Papas

All Ages

Interactive Family Movie Monthly Art Exhibits of Local Artists

Clubs Meeting Here

Genealogy Club
Mahjong Group
Cribbage Club
Democratic Committee: Monthly Meetings with
Speakers

Barrington Bloomers Monthly with Some Speakers Writers Group

Dungeons & Dragons Club Middle Grades

Virtual Programs and Events

Children

Lego Challenges
Jason Chin Author Visit
Ninja Star Workshop
Fairy House Workshop
Pompom Workshop
Unicorn Crown Craft

Teens

Marshmallow Shooters
Dragon Watercolor Class
Clay Monster Pinch Pots
Sunflower Watercolor Class
Cardboard Friendship Bracelets
Dragon Eye Magnet Workshop
Torn Paper Animal Art
Moveable Origami Workshop
Morse Code Bracelets

Adults

Chair Yoga
Clay Mushroom Class
Hummingbird Watercolor Class
Dragon Watercolor Class
Adult Book Group
Clay Pine Tree Class

All Ages

Peeps Contest
Adult Book Group
Crafternoon Zoom Meeting
Wildlife Encounters
Library Spirit Week
Summer Reading Program for all ages (reading challenges, art classes, dance party!)
Shadow Puppet Workshop
Foil Letter Art
Chalk-A-Lot
Songs and Their Stories with Rich Araldi

Weekly Humanities To Go Programs

Savings & Fundraising

- ➤ We attract energetic, smart, and enthusiastic residents to serve as volunteers. We have volunteers who specifically come on board to help during the summer reading program and we average six year-round volunteers who come in weekly. In 2019 we had approximately \$6,200.00 worth of volunteer minimum wage labor and the Friends group and new Library Foundation donated hundreds of hours doing projects to raise money that the Library taps into yearly.
- ➤ We write and apply for grants to augment our programming line. In 2019 we received grants and cash donations totaling more than \$5,300.00. We also invite local talent who can provide free or low cost workshops to residents, helping to keep programming costs reasonable.
- ➤ In conjunction with the Friends group, we hold fundraisers such as book sales, the annual plant sale, and the "Just Desserts" fundraiser to help earn money for services. This year the Friends' held their first annual mum sale and sold over 330 mums and raised over \$1,000.00.
- ➤ The Barrington Library Foundation met their goal of raising \$500,000.00 and has continued their outreach and fundraising efforts to bring a new library building to Barrington. The Foundation raised approximately 90% of their goal amount during the first year of their fundraising efforts. Although the Barrington Library Trustees will not be bringing forth a warrant article request for the new library building project this year, the Foundation is working with the Trustees, Friends of the Library and Library staff to develop and smaller, more cost effective library building.
- ➤ Residents and Library patrons have been supportive during the pandemic by donating masks, cleaning supplies, safety fixtures and other supplies. These donations have not only provided the Library cost savings; they also demonstrate the value residents place on having a library in their community! Thank you!